



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:

	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: Russia
Purpose of Travel: Business
Nationality: Canada
Provided: Tuesday, March 06, 2012

The following is required for CIBT to process your request:

1. *** ATTENTION **** IMPORTANT UPDATE

Effective September 1, 2011 the Ministry of Foreign Affairs Russia will be making changes to the Business Invitation Requests known as the LOI (letter of invitation).

The quickest processing time for a Business Invitation will be 6 business days. The TELEX 1-5 day service will no longer be available

2. Passport/Passeport

Your signed passport (valid for at least six months) and with at least three (3) blank visa pages is required ** AND one photo copy of the information pages of the passport.

Votre passeport signé (valide pendant au moins six mois) et avec au moins trois (3) pages en blanc de visa est exigé ** ET une copie de photo des pages de l'information du passeport.

3. Application Forms/Formulaires de demande

You must provide one completed visa application form. The application form must:

- Be typed or handwritten ink black in only and ink block letter form
- Display your name as it appears in your passport
- **Application MUST be printed double sided on one single sheet of paper NO EXCEPTIONS**

1 (one) computer completed visa application form required ** 1 (un) formulaire de demande visa complété par ordinateur est exigé

4. Photographs/Photographies

***** IMPORTANT *****

Colour photo, size MUST BE 35 mm X 45 mm (1 3/8" X 1 3/4")

***** IMPORTANT de *****

La taille de photo DOIT ÊTRE de 35 millimètres X 45 millimètres (1 3/8 " X 1 3/4 ")

1 (One) front facing colour photo with white background. MUST BE a photo & NOT scanned photo. Photo must be taken in the past 6 months before the date of application. Photo must be with a neutral expression, neither frowning, nor smiling, and with your mouth closed. Picture must be signed on the back.

1 (une) colour photo avant de revêtement avec le fond blanc. DOIVENT ÊTRE la photo et la photo non balayée. La photo doit être prise en 6 mois derniers avant la date de l'application. La photo ne doit être avec une expression neutre, ni fronçant les sourcils ni souriant, et avec votre bouche fermée. L'image doit être connectée le dos.

5. Invitation Letter/Lettre d'invitation

Invitation from your Russian host MUST be issued by the local office of the Interior Ministry of the Russian

Federation and be submitted in ORIGINAL. Every invitation must contain name in full, date of birth, citizenship and passport number of the applicant, name of hosting organization, reason and period of visit. Invitation must be signed by authorized person and carry the official seal of Interior Ministry. MUST BE ORIGINAL

L'invitation de votre centre serveur russe DOIT être publiée par le bureau local du ministère de l'Intérieur de la Fédération de Russie et être soumise dans l'ORIGINAL. Chaque invitation doit contenir le nom entièrement, la date de naissance, le nombre de citoyenneté et de passeport du demandeur, le nom du serveur, la raison et la période de la visite. L'invitation doit être signée par la personne autorisée et porter le joint officiel du ministère de l'Intérieur. DOIT ÊTRE ORIGINAL.

6. Business Invitation request form - optional service/Forme de demande d'invitation d'affaires - facultatif

CIBT can assist in processing your invitation requests for Russian business visas, [click here](#) ** CIBT peut aider à traiter vos demandes d'invitation des visas russes d'affaires, [cliquez ici](#)

7. HIV Test/ Examen médical de VIH

An HIV test certificate dated within the last 3 months is required if the stay is greater than 90 days.

Un certificat médical de VIH est exigé si le séjour est plus grand que 90 jours.

8. *** Photocopies / photocopies

IMPORTANT:

- You **MUST** provide photocopies of all items that you submit to CIBT including a copy of your information page of your passport.
- **If you prefer that CIBT make photocopies for you, additional fees of \$10.00 will be applied to your order.**
- We recommend that you retain a copy of all items that you submit for your own records.

9. Consular Fees/Honoraires consulaires

(4 business day processing) Single entry \$135.00 -- double entry \$226.00 -- multiple entry \$405.00

(10 business day processing) Single entry \$75.00 -- double entry \$130.00 -- multiple entry \$225.00

(4 jours d'affaires traitant) entrée simple C\$135.00 -- C\$226.00 en partie double -- Entrée multiple C\$405.00

(10 jours d'affaires traitant) entrée simple C\$75.00 -- C\$130.00 en partie double -- Entrée multiple C\$225.00

10. Processing times/Durée de la transformation

Processing time is 2-25 days depending on the service you select. IF YOU ARE requesting an invitation as well, that does add to delay of 5+ business days.

La durée de la transformation moyenne est de 2 à 25 jours selon le service vous choisi. Si vous demandez une invitation aussi bien, celui ajoute 5+ jours d'affaires additionnels au durée de la transformation.



VISA APPLICATION

IMPORTANT! Please type or print using ballpoint

I declare that data supplied by me is correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of the Russian Federation upon the expiry of the visa, if granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

**** - not to be filled by holders of diplomatic and official passports**

1. Nationality (If you formerly had USSR or Russian citizenship, please indicate when and why you lost it)	6. Purpose of visit
	7. Category and type of visa

2. Last name (as in passport)	8. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
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3. First and middle names (as in passport)	9. Date of entry in Russia (dd/mm/yy)	10. Date of departure from Russia (dd/mm/yy)
4. Date of birth (dd/mm/yy)	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	

11. Passport No Issued by	Date of issue (dd/mm/yy) Valid until (dd/mm/yy)
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12. Type of passport other <input type="checkbox"/> diplomatic <input type="checkbox"/> official <input type="checkbox"/> tourist <input type="checkbox"/> please specify <input type="checkbox"/>
--

13. Russian institution or organization to be visited? (for tourists – name and reference number of the host tourist company, for businessmen – name of the host organization and town, for private persons – last name, first name, middle names and home address of the host)

14. Itinerary (places of visit)

****15. Do you have a medical insurance valid in Russia?**
yes Please specify? no

16. Who will pay for your trip to and stay in Russia?

17. Marital status married single (never married) divorced separated widowed

18. Spouse's full name (if divorced or separated, please indicate maiden name if applicable)	19. Spouse's date of birth (dd/mm/yy)
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20. Spouse's place of birth

**21. Your father's full name	**22. Your mother's full name
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23. Have you ever been issued a Russian visa? (When and where?)

****24. Has your passport ever been lost or stolen?** yes no

**25. List all countries you have visited in the last ten years and indicate the year of visit	**26. List all countries which have ever issued you a passport
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**27. List your last two places of work, excluding the current one	
1. Name	Phone number
Address	Your chief's surname
Your position	Dates of joining – dismissal (mm/yy) (mm/yy)
2. Name	Phone number
Address	Your chief's surname
Your position	Dates of joining – dismissal (mm/yy) (mm/yy)

**** - not to be filled by holders of diplomatic and official passports**

****28. List all educational institutions you ever attended, except high schools**

1. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)
2. Name	Address and phone number		
Course of study	Dates of admission and graduation	(mm/yy)	(mm/yy)

**29. List all professional, civil and charity organizations which you are / were a member of or cooperate / cooperated with	**30. Do you have any specialized skills, training or experience related to fire-arms and explosives or to nuclear matters, biological or chemical substance? If yes, please specify
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****31. Have you ever performed a military service? If yes, indicate the country, branch of service, rank, military occupation and dates of service**

****32. Have you ever been involved in an armed conflicts, either as a member of the military service or a victim? If yes, please specify**

33. IMPORTANT! EACH APPLICANT MUST READ AND GIVE ANSWERS TO THE FOLLOWING QUESTIONS
A visa may be refused to persons who are within specific categories defined by the law as inadmissible to Russia.

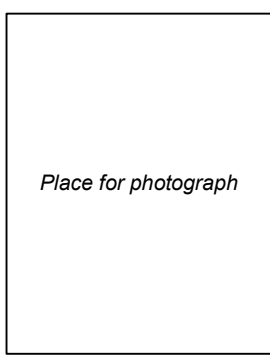
Have you ever been arrested or convicted for any offence? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
Have you ever been afflicted with a communicable disease of public health significance or a dangerous physical or mental disorder? Have you ever been a drug abuser or an addict? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been refused a Russian visa? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
Has your Russian visa ever been canceled? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>
Have you ever tried to obtain or assisted others to obtain a Russian visa or enter Russia by providing misleading or false information? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever overstayed your Russian visa or stayed unlawfully in Russia? yes <input type="checkbox"/> no <input type="checkbox"/>
Have you ever been deported from Russia? yes <input type="checkbox"/> When? (dd/mm/yy) Where? no <input type="checkbox"/>

Your answer yes in item 33 does not automatically signify ineligibility for a visa. In this case you may be required to personally appear before a consular officer.

34. Name, address and phone number of a person or hotel in Russia that you plan to stay with

35. Has this application been completed personally by you? If no, indicate the person completing this application in item 36 yes no

36. Application completed: Surname, first name
Relationship to applicant Applicant's address



37. Other names ever used (maiden name, pen-name, holy orders, et..)

38. Your permanent address, phone and fax number, E-mail

39. Place of birth (If born in Russia, please indicate when and what country you emigrated to)

40. Place of work or study, present position (name, address, phone and fax numbers, E-mail)

41. Are any of your relatives staying in Russia now?
(full name, relation degree, date of birth, permanent address)

I agree to my personal data on this application form being processed and communicated to the appropriate Russian authorities for the issue of a visa.

Date (dd/mm/yy), **applicant's signature**



Global Visa and Passport Professionals

RUSSIAN BUSINESS INVITATION REQUEST FORM

By law, an invitation is required to travel to Russia. All commercial organizations in Russia must apply for a business invitation on behalf of the traveler. This is done via the Russian Ministry of Foreign Affairs or the Ministry of the Interior of the Russian Federation. CIBT can assist travelers in securing this document.

The total service charge includes the Russian Foreign Ministry fees, as well as CIBT's service fees. Invitation fees are non-refundable and subject to change without notice. All processing times are in BUSINESS days. The price quoted is for a Russian Invitation only. Obtaining a Russian visa involves a separate transaction with a separate fee. Also, if you do not stay in a hotel, there will be an additional fee to register your visa in Russia. This fee will vary depending on your visa category. The Embassy of the Russian Federation reserves the right to request the ORIGINAL letter of invitation in order to process your visa.

This form is for BUSINESS Invitations only. Please verify with your host that arrangements for an invitation have not already been made on your behalf.

Please fill out this form completely. Any omissions can delay your invitation or cause it to be issued improperly.

Personal Information: All Fields Required

Last name:

First name:

Date of birth:

Gender:

Male Female

Country of citizenship:

Country of birth:

City of birth:

Passport number:

Passport validity:

mm/dd/yyyy

From:

To:

Consulate where your visa will be processed: *Select One*

Ottawa

Montreal

Toronto

Has your visa application already been submitted to the appropriate CIBT office?

No

Yes

Trip Information: All Fields Required

Number of entries:

Purpose of travel:

Cities to be visited:

Date of departure from Canada:

Date of entry into Russia:

mm/dd/yyyy

Date of exit from Russia:

mm/dd/yyyy

Russian Company Data: All Fields Required

Company name in Russia:

Company address in Russia:

Contact Information : * Fields Required

Your title: *

Company name: *

Street: *

Building / Suite: *

City / Province / Postal Code:

Work phone number: *

Work fax number: *

Invitation Type and Processing Time: Select Only One

Visa Type:	Processing 15-30 Days	Processing 12-14 Days Submission 1 month prior to entry date	Processing 5-7 Days Submission 1 month prior to entry date	Processing 3-5 Days Submission 2 weeks prior to entry date
Single entry, valid up to 30 days	N/A	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$280.00	<input type="checkbox"/> \$375.00
Single entry, valid up to 90 days	N/A	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$440.00
Double entry, valid up to 90 days	N/A	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$500.00
Multiple entry, valid up to 1 year *	<input type="checkbox"/> \$725.00	N/A	N/A	N/A

Please note there are processing exceptions for certain nationalities and countries of birth.

A visa to Russia can only be obtained in the country of the traveler's citizenship. Foreigners who have a permanent residence valid for a period of more than 90 days may also apply through their country of residence. The Russian Consular Division will make a decision on all other exceptions based on individual applications.

*Multiple entry requests require special clearance and cannot be expedited. In addition to the invitation, the Russian Consulate may ask to see a Russian visa issued in the previous year. EU nationals may be refused a multiple entry visa even if they have an official multiple entry invitation.

A multiple entry business visa allows nationals of all countries to stay in Russia up to 90 days out of a period of 180 days.

Billing Information: All Fields Required

Are you planning to use CIBT to apply for your Russian Visa?

Yes

No

Name on credit card:

Credit card type:

American Express

Discover

MC

Visa

Credit card number:

Expiration Date:

mm/dd/yyyy

Billing street address:

Billing City:

Billing province:

Billing postal code & country:

Card holder signature:

X

Date:

Please return this completed form with a copy of the information pages of your passport to CIBT Canada

For questions please email: customerservice@ca.cibt.com

CIBT, Inc 94 Cumberland St, Suite 305

Toronto, ON M5R 1A3

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$82.00
Rush Fee:	\$52.00
Emergency Fee :	\$77.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 3.5% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

*All Consulate fees are paid by CIBT to Embassies, Consulates and Government Offices. Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$9.00 is applied for each money order purchased to your invoice. **Please DO NOT send Money Orders, CIBT is responsible for payment.***

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$42.00

6. HST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.